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Academic Senate Minutes

Academic Senate

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Summer 7-2-1963

# University Council Meeting, July 02, 1963

Academic Senate  
*Illinois State University*

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MEMORANDUM: Concerning the Bonham Report on Administrative Structure (Revised)

TO: University Council

FROM: R. G. Bone

July 2, 1963

1. Request for a Study on Administrative Structure at ISNU.

a. In May 1962, I suggested to the Administrative Council and then to the University Council that such a study be made.

- (1) Needed improvement in amount of detail handled by top administrators.
- (2) No perceptible change in administrative organization since 1957; yet University enrollment has increased 80 percent since then.
- (3) Increased responsibilities in many areas.
- (4) Increase in administrative staff (academic and non-academic) has not kept pace with student enrollment or academic staff increase.
- (5) A need for better job-descriptions and lines of responsibilities. Furthermore, over-all communication, horizontally and vertically, should be improved.

b. The Teachers College Board authorized study and recommended that an outside specialist be chosen. Mr. David Bonham, suggested by a number of people, was interviewed, and was hired.

2. The Preparation of the Report.

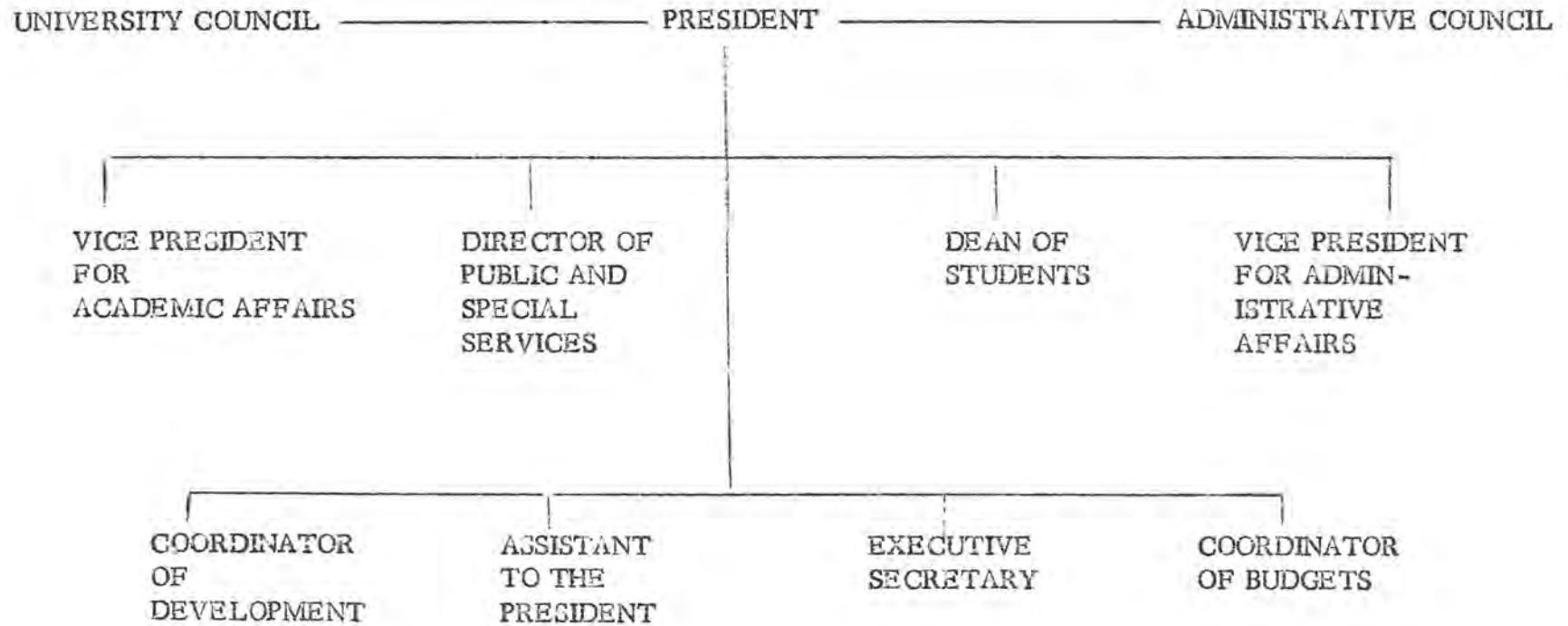
- a. Mr. Bonham read policies, by-laws, and other materials concerning ISNU.
- b. He interviewed many people from October until March.
- c. He prepared a rough draft in March and again interviewed a number of key people.
- d. Early in May, he sent me a report which we discussed in detail.
- e. A final draft was sent me on May 24.

3. Disposition of the Report.

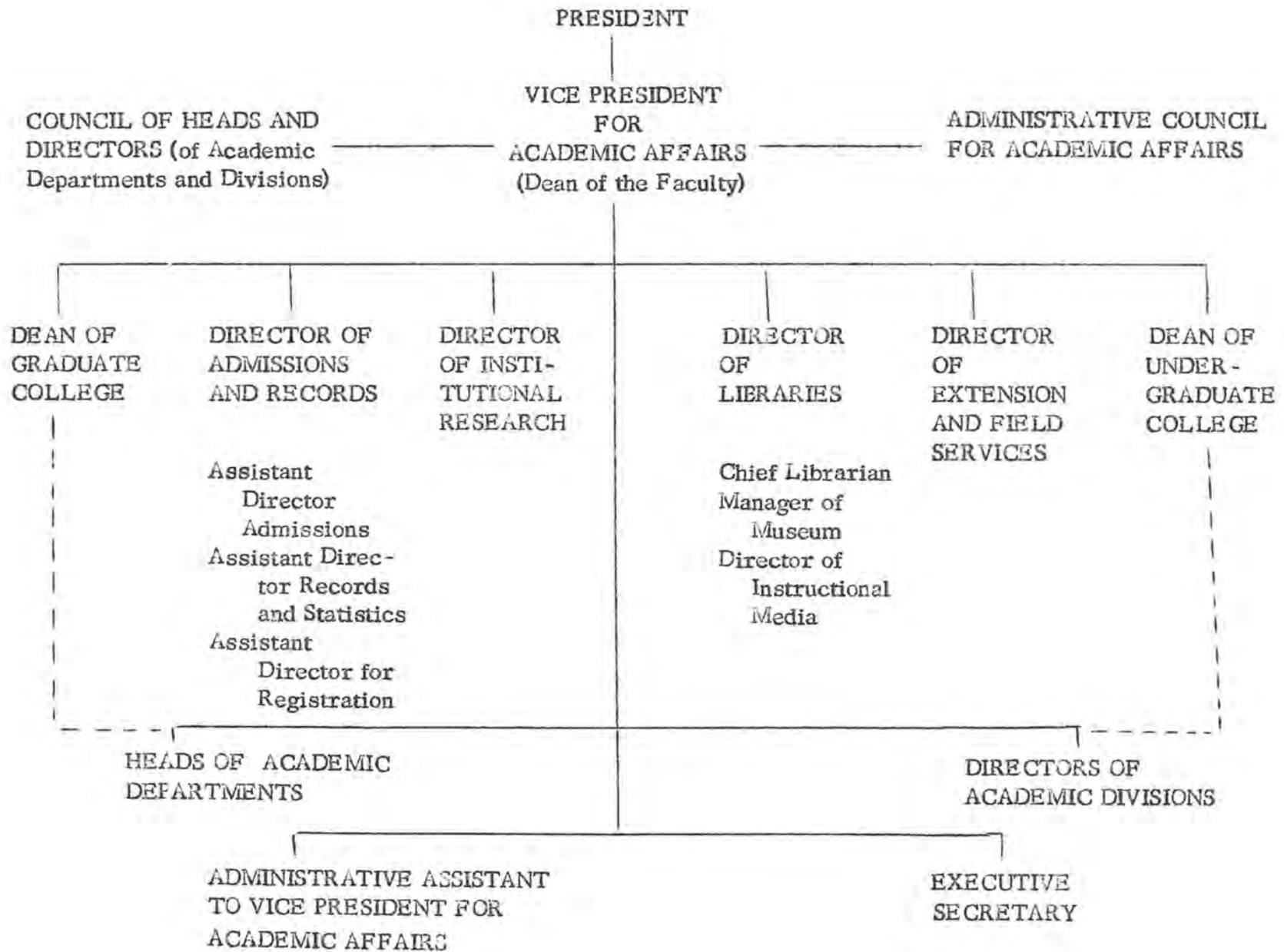
- a. Studied by Administrative Council and modified slightly on June 20.
  - b. Studied by University Council and acted on at its meeting on June 26.
  - c. Sent to heads of academic departments and directors of divisions on June 27, as modified by Council.
  - d. A copy of the organizational charts, as modified and dated July 2, is being sent along with these June 26 Council meeting minutes.
  - e. To be studied and acted on by Teachers College Board.
4. Mr. Bonham pointed out that there were numerous other areas which needed to be placed properly in the administrative structure, but those given in the five charts, herewith attached, should be approved first.
- a. Then job-descriptions should be edited, revised, or carefully written.
  - b. Other areas must be properly placed and described.
  - c. An administrative handbook should be prepared to improve understanding and communications.
5. You will note that there are few changes in titles and very few additional positions. The main changes are concerned with responsibilities and carefully spelled-out job-descriptions.
6. If the Board approves this plan, it will be put into effect on September 1, 1963.

CHART I

TEACHERS COLLEGE BOARD



## CHART II



# CHART III

PRESIDENT

VICE PRESIDENT  
FOR

ADMINISTRATIVE AFFAIRS  
(Administrative Assistant to the President)

COUNCIL FOR  
ADMINISTRATIVE  
AFFAIRS

PARKING BOARD  
SAFETY BOARD

SECURITY  
OFFICER

Policing  
Security  
Parking  
Traffic

DIRECTOR OF  
AUXILIARY — — —  
ENTERPRISES  
AND BOND  
REVENUE  
PROJECTS

BUSINESS  
MANAGER

Bursar  
Purchasing Agent  
Division Chief  
Accountant  
Manager  
Tabulating  
Department

DIRECTOR OF  
PHYSICAL PLANT

Superintendent of  
Operations  
Superintendent of  
Maintenance  
Superintendent of  
Utilities  
Architectural  
Draftsman  
Assistant to  
Director

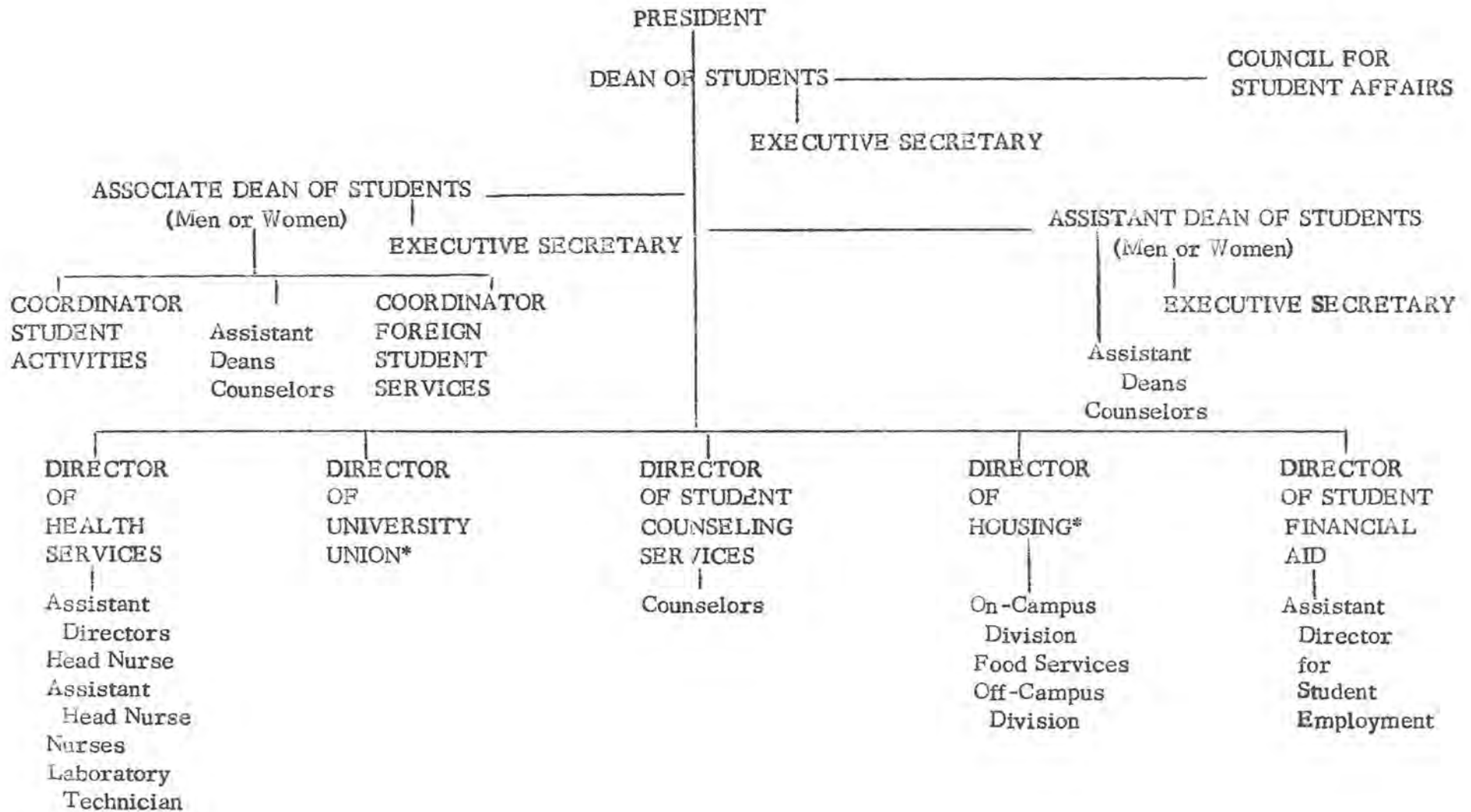
PERSONNEL  
OFFICER

Personnel  
Assistant  
Supervisor of  
Steno-  
graphic  
Service  
Supervisor  
of  
Mailing  
Service

INTERNAL  
AUDITOR

EXECUTIVE  
SECRETARY

CHART IV<sup>a</sup>



<sup>a</sup>This chart may be slightly modified later, under the Dean of Students, as job descriptions are prepared.

\* Final budget approval by Vice President for Administrative Affairs and Director of Auxiliary Enterprises.

CHART V

